K Screen Update

In This Issue

- **Screening Materials**
- **Brigance OMS**
- **Next Generation Leadership Networks**
- **Updated forms**

Dates to Remember:

May 18 – applications due for Next Generation Leadership Networks

July 1 – submit staff file to Melody Cooper

July 12 – TOT in Frankfort, register with Melody Cooper

K Screen Links:

Common Kindergarten Entry Screener, KDE
Information on the K Screen, plus forms and previous updates.

Refresher Webcast, KDE
Recording of the March 28 online session hosted by Melody Cooper.

Open House Data, KDE
K Screen results released statewide

Curriculum Associates, Kentucky

Planning is underway for the 2016-17 K Screen implementation. Please read carefully as this update is full of time-sensitive information.

Screening Materials

Orders submitted in March and April have been shipped and should have arrived. Alert schools to hold screening materials in preparation for the 2016-17 school year. Most school orders arrive in small boxes or envelopes and are easy to misplace during the end-of-the-year bustle.

Submit the attached order form to Melody Cooper if materials are needed and have not been ordered yet.

Brigance Online Management System (OMS)

Staff File:

There are a few preparations to consider for next year's Brigance OMS account. The OMS Staff File Template (Excel file) is attached to this message. Staff members who need access to the Brigance OMS should be included in the file **UNLESS**:

- The staff member is a district Brigance contact who receives updates from Melody Cooper. Those staff members will be added as users in the Brigance OMS automatically.

- The staff member is a kindergarten homeroom teacher. Kindergarten homeroom teachers who have **classrooms set up in Infinite Campus (IC) and at least one student assigned to his or her class by July 29** will be set up as users in the Brigance OMS automatically.

Please read the "Directions" tab carefully before completing the "Staff File Template" tab. Submit one file per district to Melody Cooper by July 1.

Infinite Campus Preparations:

Setting up classes – A data exchange process is in place to pull class and student information from IC and import the information into the Brigance OMS. Districts, schools, classes and kindergarten homeroom teachers will be automatically set up in the Brigance OMS. Core Assessment and Self-help and Social-Emotional data for each student is entered into the Brigance OMS, and the results are merged into IC after the statewide data reporting process is complete. In order for the Brigance OMS to initially set up correctly, districts and schools must schedule the homerooms in IC. Each kindergarten homeroom must be coded as one of the following:

703001 Elementary Homeroom

701010 Primary Self-Contained

600117 Self-Contained Emotional/Behavioral Disability (EBD) –Life Skills

600101 Self-Contained Functional/Mental Disability (FMD)

The homeroom must also be associated with a teacher whose district email address is entered into IC. Be sure that teacher name changes which are reflected in their email addresses have been updated in IC. The teacher's email address is how students are assigned to the correct class in the Brigance OMS.

Enrolling students – There is no way for KDE or district staff to manually add students into the Brigance OMS. As students enroll and are assigned to a homeroom with one of the required codes, the student data will automatically populate into the Brigance OMS. The system will refresh once a week; district staff can usually expect to see new students by Wednesday of each week. If new students are not showing up, check that everything is entered correctly in IC. If it is, contact Melody Cooper for support.

Common pitfalls – If a student has a suffix in his name, such as Jr., make sure it is entered in the suffix box in IC and not the last name box. Ensure that birth dates are entered correctly. Often the child's birth month and day is entered correctly, yet the current year instead of the birth year is entered.

Remember, screening data can only be entered when the students populate in the Brigance OMS. **If your school or district prefers screening with iPads, do not schedule screenings before school starts**, as most students are not enrolled in IC and populated into the Brigance OMS until mid-August.

Next Generation Leadership Networks

Application Now Available (Attachments)
Beginning in the summer of 2016, selected District Leadership Teams (DLT) will work alongside other committed DLTs to enhance and enrich their knowledge, skills and practices in *Next Generation Leadership Networks*. DLTs will be immersed in a model of inquiry- and problem-based learning around a specific *locally-identified* problem of practice related to scaling highly effective teaching, learning and assessment practices. The locally-identified problem of practice may be related to school readiness.

See the **attached** overview for additional information, including a link to the application and curriculum for the new network.

A webinar was hosted on Thursday, May 5 to share information and answer questions. The session was not recorded, but the PowerPoint that was used WITH NOTES, including the only question that was asked (see the Q and A on the slide addressing *When?*) is attached.

Applications are due by **Wednesday, May 18, 2016 and are available here:** https://www.surveymonkey.com/r/GKL3C78

Districts will receive **notification of selection no later than Wednesday, May 25, 2016.** For more information, please contact Karen Kidwell at (502) 564-2106, ext. 4139 or via email at Karen.kidwell@education.ky.gov.

Updated Forms

Updated forms have been posted to KDE's K Screen website. The parent survey for the Self-help and Social-Emotional scales is attached in English and Spanish. This form must be copied, as it is not furnished in the materials from

Curriculum Associates. **However, the parent survey is part of the screen and must be completed only during your district's screening window.**